



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Photocopier for the Municipal Service Center

MEETING DATE: December 17, 1997

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council approve the specifications for the above project and authorize advertising for bids.

BACKGROUND INFORMATION: This project provides for the purchase of a photocopier for the Municipal Service Center (MSC). The MSC's current three-year-old Minolta EP2050 copier was purchased in October, 1994 and is still in good working order despite its heavy use. The MSC's copier averages from 10,000 to 11,000 copies monthly, exceeding projected expectations, and every replaceable part on it has been replaced.

Historically, past MSC units have been retired to the less-strenuous demand of the White Slough Water Pollution Control Facility (WSWPCF) to prolong their useful life. The WSWPCF's current nine-year-old Sharp 8100 copier is at the end of its useful life. Copies generated by this WSWPCF copier are progressively decreasing in quality and the need for servicing has inevitably increased. This unit is no longer eligible for issuance of an annual maintenance contract due to its age. Future servicing will be at a \$95-per-hour labor rate with parts additional. Its ongoing deterioration, lack of replacement parts, and prohibitive maintenance costs no longer make the unit cost-effective.

The purchase of a new copier for the MSC will enable staff to better meet increasing photocopying needs and allow for the relocation of the Minolta EP2050 copier to the WSWPCF to replace their obsolete unit and meet their less demanding photocopying needs.

FUNDING: The money for this project will be coming from the Water, Sewer and Street Administration and PCE/TCE funds. A request for appropriation of funds will be made at contract award.

Project Estimate: \$13,000

Planned Bid Opening Date: January 8, 1998


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Public Works Director

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GMB/dsg

cc: Purchasing Officer
Water/Wastewater Superintendent
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APPROVED: 

H. Dixon Flynn -- City Manager